

City of Muncie

2022 Consolidated Annual Performance Evaluation Report (CAPER)

Community Development Block Grant



City of Muncie
300 S Madison Ave
Greenwood, IN 46142

Last Updated 12/21/2023

CAPER

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

The U.S. Department of Housing and Urban Development (HUD) awards various funding resources to Entitlement Communities across the United States. HUD bases awards on formula calculations, including factors such as the population of the community, pre-1940 housing stock, growth, and decline. The City of Muncie, located in east-central Indiana, in Delaware County, received \$1,287,189 for the Community Development Block Grant (CDBG) and \$602,616 in HOME Investment Partnerships Program (HOME) funds during the 2022 Program Year.

The City's 2022 Program Year (PY) began June 1, 2022, and ended May 31, 2023. This document is the Consolidated Annual Performance and Evaluation Report (CAPER), or year-end report, to discuss the accomplishments from PY2022. The City of Muncie focused resources on the unhoused and those in persistent poverty. The PY2022 year included two new organizations to provide services in the community. One established program returned its PY2022 funds, and Muncie reallocated the amount to A Better Way, a PY2022 subrecipient with multiple projects.

During Program Year 2022, the City continued to spend down its Community Development Block Grant Coronavirus (CDBG-CV) funding. As the COVID-19 pandemic became endemic, the City focused on programs that could spend funding efficiently. The City amended the allocations, adding funding for subsistence payments and case management. The subrecipient used payments to further Action Plan goals by focusing funds on the unhoused.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
CHDO Program Administration	Affordable Housing	HOME: \$0.00	Other	Other	3	1	33.33%		0	0%
CV - Public Services	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development COVID-19 Activities	CDBG-CV: \$63,639.45	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	12443	622.15%		682	
Homeowner Rehabilitation and Repair	Affordable Housing	CDBG: \$ / HOME: \$2,824.40	Homeowner Housing Added	Household Housing Unit	2	3	150.00%	0	1	50%
Homeowner Rehabilitation and Repair	Affordable Housing	HOME: \$238,897.43 / CDBG: \$312,866	Homeowner Housing Rehabilitated	Household Housing Unit	20	60	300.00%	20	58	

Program Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Economic Development	CDBG: \$235,495.54 / HOME: \$54,219.00	Other	Other	1	1	100.00%	1	1	0.00%
Public Facilities or Improvements	Non-Housing Community Development	CDBG: \$97,395	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	6983	232.77%	6000	5250	87.50%
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$76,450.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0			1415	416	
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$7,900	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0			16	

Public Services	Homeless Non-Homeless Special Needs	CDBG: \$125,797.56	Homeless Person Overnight Shelter	Persons Assisted	0	1843		0	1748	
Rental Housing Development	Affordable Housing	HOME: \$504732	Rental units constructed	Household Housing Unit	0	0		11	0	0.00%
	Slum and Blight Clearance									
Slum and Blight Clearance	Non-Housing Community Development Slum and Blight Clearance	CDBG: \$423,633.45	Buildings Demolished	Buildings	1	18	1800.00%	25	2	%
Slum and Blight Clearance	Non-Housing Community Development Slum and Blight Clearance	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	25	0	0.00%			1

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Muncie has an open application process for local service providers and affordable housing providers to apply for CDBG and HOME funding. Muncie can address its five-year Consolidated Plan and one-year Action Plan goals by funding various applications from these local service and affordable housing providers. All service providers applying for a source of federal funding and requiring a certification of consistency with the City’s Consolidated Plan received the certifications.

In the PY2022 Action Plan, the City of Muncie focused resources on homelessness and problems that perpetuate poverty. The City spent \$1,297,929.29 of CDBG, \$85,239.16 of CDBG-CV, and \$295,940.83 of HOME in PY2022. For one CDBG project, the City awarded funds in PY2020, and work was completed in PY2022. Two projects were awarded in PY2021 and completed their work in PY2022. Of the 25 CDBG projects underway in some capacity in PY2022, 12 were current-year projects. Of the 14 projects awarded in PY2022, eight were completed within the same year awarded. The 13 CDBG projects awarded in PY2022 that moved forward include:

1. The City of Muncie incurred administration costs totaling \$49,247.64. Muncie used a portion of these funds to pay a consultant to assist with program oversight, including document submission and reports to HUD, to help with compliance with HUD regulations.
2. Greater Muncie Habitat for Humanity spent their entire \$44,000 award. Habitat used the funding to assist homeowners with necessary roof and gutter repairs, preserving existing housing stock. Habitat assisted five extremely low- to low-income households with this program.
3. Home Savers of Delaware County spent \$52,500, plus an additional \$25,000 award. Home Savers used the funding to assist homeowners with necessary roof, gutter, HVAC, and sewer repairs, preserving existing housing stock and allowing residents to remain in their homes. Home Savers assisted 17 households with this program, 16 of which were extremely low- to low-income residents.
4. ecoREHAB spent \$93,500 of their award to assist homeowners with necessary roof and gutter repairs, allowing residents to remain in their homes. ecoREHAB assisted ten households with this program, of which eight were extremely low- to low-income residents.
5. A Better Way spent their \$56,450 award using the funding to provide niche wrap-around services to benefit 249 extremely low-income residents.
6. Recovery Café spent its entire \$20,000 award to provide community support, producing social bonds that support recovery to 167 Muncie residents, of which 65% were extremely low-income.
7. Christian Ministries of Delaware County spent their entire \$25,000 award on staffing the men’s winter shelter, assisting 52 extremely low-income individuals.

8. Muncie Mission Ministries spent \$21,380 of their award to provide emergency shelter to 1082 extremely low-income residents.
9. YWCA of Central Indiana spent \$51,437.37 of funding to provide emergency shelter to 590 women and children in Muncie.

One project from PY2020 CDBG, Pathstone Holistic Rehab, finished owner-occupied repairs in PY2022, providing necessary repairs to 12 extremely low- to low-income residents.

Muncie completed two PY2021 CDBG projects in PY2022:

1. The McCulloch Park Lodge project updated one public facility in the Whitely neighborhood, where 60.67% of residents have low-to-moderate incomes. Neighbors can enjoy safer facilities after chimney masonry repairs and roof replacement. Muncie has additional renovations planned for the park in phase two.
2. Muncie spearheaded a Slum and Bright project that wrapped up in FY2022 by demolishing one structure.

Because of the COVID-19 pandemic, HUD awarded a special allocation of CDBG-CARES Act funding called CDBG-CV. Two CV project(s) completed in PY2022, including:

- YWCA of Central Indiana spent \$24,993.73 of their award to provide 658 Muncie residents at the emergency shelter with case management services.

The City used \$241,721.83 in HOME funds to assist six households with necessary repairs and down payment assistance in PY2022. Muncie will continue to assist low-and-moderate households in PY2023.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	1,689	2
Black or African American	386	13
Asian	7	0
American Indian or American Native	22	0
Native Hawaiian or Other Pacific Islander	1	0
Total	2105	15
Hispanic	71	0
Not Hispanic	1993	15

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The chart above does not list those individuals and households identifying as multi-racial or of more than one race. It also mixes CDBG-funded projects with CDBG-CV projects. Below is a chart that lists all those served in the 2022 Program Year by the City of Greenwood and its subrecipients by funding resource.

	CDBG	HOME	CDBG-CV
White	1,689	2	446
Black or African American	386	13	146
Asian	7	0	6
American Indian or American Native	22	0	18
Native Hawaiian or Other Pacific Islander	1	0	1
African American/Black & White	2	0	0
Asian & White	0	0	0
American Indian/Alaskan Native & White	7	0	0
American Indian/Alaskan Native & Black/African American	1	0	0
Other/Multi-Racial	117	0	65
Total	2,232	15	682
Hispanic	72	0	23
Not Hispanic	2,160	15	659

CR-15 – Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public – federal	\$1,890,676	\$1,297,929.29
HOME	public – federal	\$859,580	\$85,239.16
Other	public – federal	\$0.00	\$155,580.71

Table 3 – Resources Made Available

Narrative

Muncie funded activities to meet priorities from the Consolidated Plan and the PY2022 Action Plan using CDBG and CDBG-CV funds. The City utilized funds targeted to meet the greatest needs, and expenditures were directly related to programs that supported the City’s Consolidated Plan.

The City of Muncie expended \$1,297,929.29 of CDBG entitlement, 155,580.71 of CDBG-CV, and \$85,239 of HOME funding. Of the CDBG entitlement funds expended in PY2022, Muncie allocated \$75,296.49 in PY2020 and \$543,943.11 in PY2021.

Projects funded with CDBG-CV funding that continue into the PY2022 year include:

- A Better Way subsistence payments, this activity was amended in November 2023 and will continue assisting Muncie residents to prevent homelessness.
- A Better Way rapid rehousing case manager activity provided salary to assist in the transition of the rapid rehousing program away from Bridges Community Services.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100	100	

Table 4 – Identify the geographic distribution and location of investments

Narrative

Muncie does not have a specific target area; funds were used city-wide. The City provided programs and services identified in its Consolidated Plan and other local plans to households with the greatest need. Therefore, most activities served eligible low-income households on a city-wide basis, and these applicants applied for assistance on a program-by-program basis. IN PY2022, The City used \$290,131.49 to fund 52 repairs to low- and moderate-income households throughout the city, preserving existing housing stock and assisting in preventing homelessness.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

City's CDBG application process tracks leveraging funds from outside sources. Subrecipients utilized \$5,753,824.73 in non-CDBG funding. Of the leveraged funds, \$3,903,675.20 came from federal sources, \$757,043.27 came from state funds, \$140,106.26 from local funds, and \$953,000 from private funding.

HUD granted Muncie a 100% match reduction in FY2022 due to a 31% individual poverty rate and \$20,379.99 per capita income meeting the local jurisdiction distressed criteria. Due to this, Muncie HOME collected no match during PY2022.

Muncie used no publicly owned land or property in PY2022.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$0
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$0
4. Match liability for current Federal fiscal year	\$0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$0

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$0	\$0	\$0	\$0	\$0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
	Total	Women Business Enterprises	Male			
Contracts						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		\$0		
Businesses Displaced		0		\$0		
Nonprofit Organizations Displaced		0		\$0		
Households Temporarily Relocated, not Displaced		0		\$0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	\$0	\$0	\$0	\$0	\$0	\$0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	38	59
Number of Special-Needs households to be provided affordable housing units	0	0
Total	38	59

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	12	1
Number of households supported through Rehab of Existing Units	26	52
Number of households supported through Acquisition of Existing Units	0	6
Total	38	59

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Muncie exceeded its goals except for the production of new housing units. The current rental projects in process involve the Low-Income Housing Tax Credit, which, as Cato Institute research shows, is a complex process, “less efficient than other housing subsidy approaches.” The homebuyer HOME projects are still experiencing delays due to supply chain problems and pandemic-related delays. Muncie is committed to increasing the number of affordable units and will work to develop strategies to minimize delays in PY2023.

Discuss how these outcomes will impact future annual action plans.

Muncie will continue to prioritize owner-occupied repair programs providing necessary repairs to preserve existing housing stock and to keep low-and-moderate-income residents in their current homes.

City staff will also continue to work to find providers whose missions align with the goals outlined in the Action Plan. The City will offer technical assistance and capacity-building resources to subrecipients struggling to produce new housing units. The City will also work to fund projects that more closely meet

its Action Plan goals.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	20	1
Low-income	27	6
Moderate-income	5	0
Total	52	7

Table 13 – Number of Households Served

Narrative Information

In PY2022, Muncie funded multiple programs with CDBG and HOME that used family size to determine the activity's eligibility. These activities provided necessary repairs and down payment assistance for primary residences and prioritized extremely low- and low-income residents. Some subrecipients provide fiscal education for beneficiaries to address barriers that perpetuate poverty. IN PY2022, The City used \$290,131.49 to fund 52 repairs to low- and moderate-income households throughout the city, preserving existing housing stock and assisting in preventing homelessness.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As part of Delaware County, Muncie is in Region Six of Indiana's Continuum of Care (CoC), along with five other counties. Muncie Mission, the CoC lead, runs virtual meetings monthly for the Region. The group has taken an active role in the Point-in-Time (PIT) count and is working to facilitate outreach with unhoused and housing-insecure community members and to increase the accuracy of the PIT count. The CoC is strengthening the homeless service network, improving the assessment of the homeless community and its needs, and encouraging more providers to utilize HMIS data tracking systems and Coordinated Entry systems.

The City, CoC council, and IHADA continue to adjust to assisting the most-vulnerable residents without Bridges Community Services.

Addressing the emergency shelter and transitional housing needs of homeless persons

In PY2022, the City used \$244,609.01 in CDBG funds to assist the unhoused, housing insecure, and vulnerable residents. The subrecipients, including A Better Way, Christian Ministries, YWCA, and Muncie Mission Ministries, provided residents with shelter beds, emergency shelter, behavioral health emergency services, case management, and other outreach to combat barriers to being housed.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City provided \$20,000 to Recovery Café. This subrecipient uses the Recovery-Oriented Systems of Care model to provide peer-recovery coaching and nutritional classes to residents with substance-use disorder who have remained sober for at least 24 hours before attending.

The City also provided \$90,022 in CDBG-CV funding to the Crisis Center to assist residents with behavioral health interventions, working to ease the likelihood of homelessness.

In its strategic plan for 2024-2028, the local CoC reviewed how it assisted individuals at greater risk of being unhoused and has prioritized increasing support to those needing diversion or homeless prevention, increasing the supply of Permanent Supportive Housing, and increasing shelter space for priority populations with case management and wrap-around services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City provided CDBG funding in PY2022 to:

- Muncie HUB, where chronically homeless individuals are added to the coordinated entry and rapid rehousing programs. CDBG assisted 1082 low-and-moderate income residents in PY2022.
- A Better Way for Substance Payments and Rapid Rehousing for 24 extremely low-income residents.

Muncie will continue to work to prioritize transitioning unhoused and those without stable housing to permanent housing and setting the newly housed up for success in the 2024 Action Plan.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Muncie, through the Muncie Housing Authority (MHA), provides eligible residents with quality affordable housing in decent, safe neighborhoods. MHA provides families with housing choices, operating 502 units of Public Housing. MHA controls 968 HCVs, including 15 VASH, 23 Foster Youth, and 16 Emergency Housing Vouchers. The waitlist for vouchers consists of approximately 500 households.

MHA requires all assisted units to meet minimum Housing Quality Standards (HQS). In certain areas, MHA adopted higher standards. MHA inspects units at least annually to determine compliance with HQS and to ensure all units are maintained in a decent, safe, and sanitary condition.

MHA implemented its 504/ADA Voluntary Compliance Agreement (VCA) to address accessibility and ADA provisions as required by Section 504 of the Rehabilitation Act of 1973. As a part of its 5-Year Plan for MHA, the City set forth a strategic goal to undertake affirmative measures to ensure accessible housing to persons with disabilities. Accessible features include widened doorways, modified kitchen cabinets, accessible bathroom and kitchen plumbed facilities, and accommodations for those with other accessibility needs.

MHA instituted preferences at multi-family PHA complexes for families with a homeless, disabled, elderly, or working head of household. For Housing Choice Vouchers (HCV), MHA prioritizes single elderly or single disabled individuals over applicants who are not elderly or disabled. More than 80% of these applicants have an annual income at or below 30% of AMI. More than 13% of MHA residents are seniors, and Gillespie Tower serves elderly and disabled tenants specifically.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The MHA Board of Commissioners approved policies establishing local preferences for its HCV Program, implementing preferences for both the unhoused and victims of domestic violence. MHA's Family Self-Sufficiency (FSS) Program offers homeownership opportunities to MHA residents and post-purchase counseling through the MHA Housing Choice Voucher Homeownership Program.

Actions taken to provide assistance to troubled PHAs

N/A

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City has no obvious policies that serve as barriers to affordable housing and has specific policies and programs to prevent barriers to affordable housing, including a three-year tax abatement for new construction of single-family homes in the city and energy assistance. IHEDA funds the Delaware County Community Assistance Program to provide energy assistance to income-eligible households. Additionally, City Ordinance established the Muncie Land Bank in 2017 as a tool to develop affordable housing. CDBG and HOME subrecipients are able to purchase property from the Land Bank to use in activities to create additional affordable housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j).

The City continues to support necessary owner-occupied repairs for eligible households, preserving existing housing stock and allowing low-and-moderate-income residents to remain in their homes, preventing homelessness.

Furthermore, Muncie's HOME program provides down payment assistance and financial literacy classes to increase access to homeownership.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City ensures that subrecipients, CHDOs, contractors, and subcontractors use lead-safe work practices by including requirements in written agreements, providing education to subrecipients in the owner-occupied repair process, and retaining the documentation as required.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Muncie continues working to reduce items perpetuating poverty. The CDBG-funded Muncie HUB provides residents with supportive service to assist finding permanent housing. The HOME program funds down payment assistance and financial literacy training for residents to build generational wealth. A portion of CDBG funds an owner-occupied repair program to prevent low-to-moderate-income residents from becoming more financially insecure due to home repair costs, preserving stable housing and generational wealth.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In PY2022, Muncie used a portion of CDBG funds to pay a consultant to assist with program oversight, reports to HUD, help with compliance with HUD regulations, and develop institutional structure by formalizing CDBG and HOME policies and procedures, a financial procedures guide, and creating standard operating procedures for program tasks.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Muncie prioritizes collaborative relationships with public and private housing and social service agencies through active participation of City staff to improve neighborhood revitalization, health, wellness, housing, and social services. IN PY2022, the City continued to work with MHA, United Way, the Delaware-Muncie Metropolitan Plan Commission, and the Muncie Redevelopment Commission to optimize the utilization of local resources, encourage economic development, and improve the quality of life for Muncie residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Muncie completed the Analysis of Impediments to Fair Housing in October of PY2021. While this analysis determined there were no formal policy barriers to fair housing, it highlighted continued segregation in housing and a median income for non-white households at least \$10,000 lower than white households.

To combat this, Muncie works with The Muncie Human Rights Commission to protect the rights of Muncie citizens and promote equal opportunity rights for all residents regardless of race, religion, sex, or disability. Muncie also works with PathStone to provide monthly homebuyer education classes containing fair housing topics.

In addition, in PY2022, the City partnered with the Mid-Eastern Association of Realtors to offer a fair housing workshop for rental property owners and realtors in Muncie. City staff attended this workshop and additional training to further their knowledge of fair housing choice.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

In PY2022, the City relied heavily on the institutional knowledge of its subrecipients, many of whom received HUD funds for multiple years. When concerns arise, City staff provide technical assistance and follow up in writing.

Muncie monitors all subrecipients virtually and monitors all Public Service recipients in person before closing out the project. Virtual monitoring consists of three parts: when contracts are signed, the City familiarizes subrecipients with program requirements and expectations; mid-year City staff reviews subrecipient program progress, expenditure goals, and files, allowing for questions and correction; finally, end-of-year monitoring reviews records, retention requirements, evaluates performance, expenditure timeliness, and compliance with City contracts.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

PY2022 CAPER was available from December X, 2023 to January X, 2024, for citizens to review and provide comments. The CAPER was available in alternative, accessible formats upon citizen request.

Comments will be uploaded in Appendix B.

The City received no comments during the 15-day comment period on the PY2022 CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City continues to work towards its goals in the five-year plan and anticipates it will continue to limit the selection of Public Service projects to those directly reflecting its Action Plan goals and strives to remain under the 15% cap.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

N/A

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Muncie struggled to inspect the seven required units due to staff turnover and prioritizing new-hire training in NSPIRE.

The City is working on a remediation plan and updates to standard operating procedures to prevent future missed inspections and comply with HOME requirements.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

The City follows federal regulations by including affirmative marketing requirements in all contracts utilizing HOME funding and posting compliance information and marketing requirements in City offices; though current HOME projects do not meet the five-unit threshold.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

N/A

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

In PY2022, the City assisted in transferring HOME units previously owned by now-defunct Bridges Community Services to a new owner committed to maintaining the Period of Affordability.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

Muncie had no Section 3 projects in PY2022.